



A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

Bike Share Executive Director (Senior Special Projects Manager)





THE POSITION

The City of San Antonio is looking for an **Executive Director** to provide the vision and guidance needed to manage and expand the City's B-Cycle program.

San Antonio B-Cycle was the first large scale municipal bike sharing system in Texas and one of the first in the country. B-Cycle began in 2011 with 14 stations and 140 bikes and now includes 55 stations, 450 bikes and a growing base of annual, weekly and daily members. Considering 40% of trips taken each day are less than two miles, B-Cycle provides the residents of San Antonio with the perfect transportation alternative— a bike when you need it and gone when you don't.



This position will work to create a long term vision for the success of B-Cycle in San Antonio while ensuring the program's sustainability. The City and San Antonio Bike Share seek a professional who is passionate about urban mobility and the transformational impact of bike share on community livability. The Executive Director will provide leadership for planning, fundraising, and implementation of tasks necessary to deliver successful bike share services to residents and visitors of San Antonio. The Executive Director, while a City of San Antonio employee, will report to the City of San Antonio's Office of Sustainability as well as to the San Antonio Bike Share Board of Directors.

ESSENTIAL JOB FUNCTIONS

- Manages and coordinates all functions related to San Antonio's public bike share program, San Antonio B-Cycle.
- Supports operation and administration of Board by advising and informing members with regular updates, agendas for monthly meetings, and interfacing between Board and staff.
- Follows through on tasks as directed by Board.
- Serves as primary spokesperson on behalf of San Antonio B-Cycle for organizations, city leadership, media outlets, and the general public.
- Develops a business plan for the organization and establishes goals and objectives related to organizational structure, marketing strategies, system operations, and financial sustainability of the organization.
- Assures the San Antonio Bike Share organization is consistently represented in a strong, positive image to partners, customers, and the general public.
- Maintains the financial viability and stability of bike share program through various income streams including: revenue, sponsorships, and grants.
- Develops San Antonio B-Cycle brand and messaging strategies that will increase usage and membership while promoting bike share as a preferred and healthy transportation alternative in San Antonio.
- Achieves growth in usage and memberships as well as network size by fostering public and private investment in the program.
- Coordinates with the Office of Sustainability to adopt consistent strategies related to future expansion, operations, and messaging.
- Develops and leads a high performing team that will support the mission and vision of San Antonio Bike Share.
- Serves as a member of the local Bicycle Mobility Advisory Committee.





REQUIREMENTS

- Must have a Bachelors degree from an accredited college or university.
- Five (5) years of increasingly responsible professional experience in planning, business, finance or a related field including two (2) years of supervisory experience is required.
- Master's Degree in a related field is strongly preferred.
- Five (5) years of progressive experience managing complex organizations in a start-up environment and/or experience with a bike sharing program is highly desirable.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of administrative and management procedures, practices, and techniques including revenue generating and fundraising activities.
- Knowledge of presentation requirements and methods and accounting methods, practices, and procedures.
- Skill as an entrepreneur with demonstrated success in a start-up organization environment with the ability to implement new programs.
- Skill in leadership, management, written and verbal communication, and negotiation skills, including team building & collaboration across entities.
- Ability to manage a financially viable and sustainable organization with ongoing budgeting, monitoring, and reporting.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to compile and present clear and concise administrative and financial reports.

THE COMMUNITY

The City of San Antonio is the nation's 7th largest City and is home to more than 1.4 million residents. Recently Forbes magazine rated it as one of the best performing cities in America.

Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the state as well as a plentiful supply of high quality housing and low utility rates.

San Antonio is rich in recreational and cultural opportunities like the world famous Alamo and the nearby Riverwalk, the two most visited tourist destinations in Texas. Residents also enjoy two major theme parks—Sea World and Six Flags Fiesta Texas.

The City of San Antonio has over 11,000 employees led by a council / manager form of government and is the only major city to hold the highest possible bond rating from all three major credit rating agencies.



Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Health Care – The City offers two health care plan options consisting of two Preferred Provider Organization (PPO) medical plans, which offers employees a choice of deductible, co-insurance and co-payment levels.

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority.

To Apply

If you are interested in this outstanding opportunity, please apply online at

www.sanantonio.gov/hr

This position is open until filled.

Resumes will be screened in relation to the criteria outlined in this brochure.

For additional information please contact:

Douglas Melnick
City of San Antonio
Office of Sustainability

P.O. Box 839966
San Antonio, TX 78238
Phone: (210) 207-1721

Please note: Under the Texas Public Information Act, information from your résumé may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

